# VDH VFC/ VFA Vaccine Ordering Module

Provider Manual

VDH VIRGINIA DEPARTMENT OF HEALTH

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VDH VIRGINIA DEPARTMENT OF HEALTH

# VFC/ VFA Vaccine Ordering Module Manual

## Introduction

What is VERIP?

The Virginia Electronic Registration for Immunization Programs (VERIP) is a web-based registration system for the Division of Immunization (DOI). Providers must complete a registration in VERIP before access to VIIS is granted. The VERIP registration must be renewed annually in order to maintain VIIS access.

What is VIIS?

The Virginia Immunization Information System (VIIS) is a confidential, web-based immunization registry for the state of Virginia. VIIS is able to perform a variety of functions for health care providers, which includes the following:

- Maintain computerized immunization records on all patients
- Record immunizations, contraindications, and reactions on patient records
- Validate immunization histories and provide immunization recommendations
- Produce reminder recall notices when patients are due or overdue for immunizations
- Generate vaccine usage and client reports
- Manage vaccine inventory

All providers that utilize VIIS are required to register in VERIP and sign the security agreements. Registration renewals in VERIP are required annually. Providers are required to attend a VIIS training session before login credentials are given.

# Glossary of Terms

## Glossary

Below you will find terms that are used within the manual.

**VFC/VFA:** VFC/VFA is Vaccines for Children/Vaccines for Adults (programs)

**VIIS Code:** Code is the Virginia Immunization Information System Organization Code

**VFC/VFA Pin:** Provider Identification Number

**VTRCKS:** Vaccine Tracking System

**LHD:** Local Health Department

**VERIP:** Virginia Electronic Registration for Immunization Programs (VERIP)

**Lot#:** A lot number is an identification number assigned to a particular quantity or lot of material from a single manufacturer.

**NDC Code:** National Drug Code a unique 10-digit, 3-segment number

**CPT Code:** Code is Current Procedural Terminology code. (CPT®) codes offer doctors and health care professionals a uniform language for coding medical services and procedures to streamline reporting, increase accuracy and efficiency.

**Wastage:** Hazardous vaccine (open vials, broken vials, attached needles) should be reported but not returned (no return label needed).

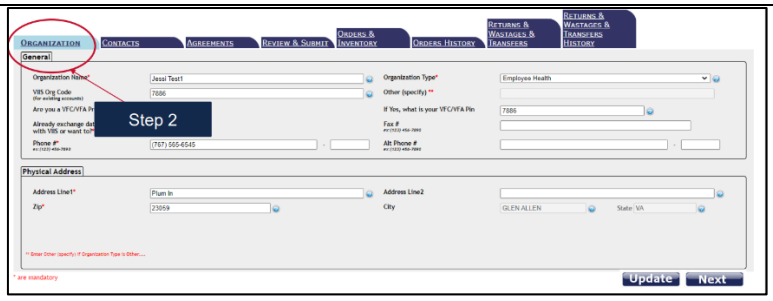
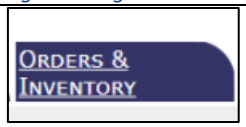
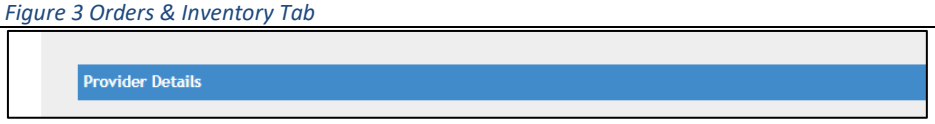
**Return:** Non-hazardous vaccine that is expired or spoiled and can be returned for excise tax credit (will generate a return label

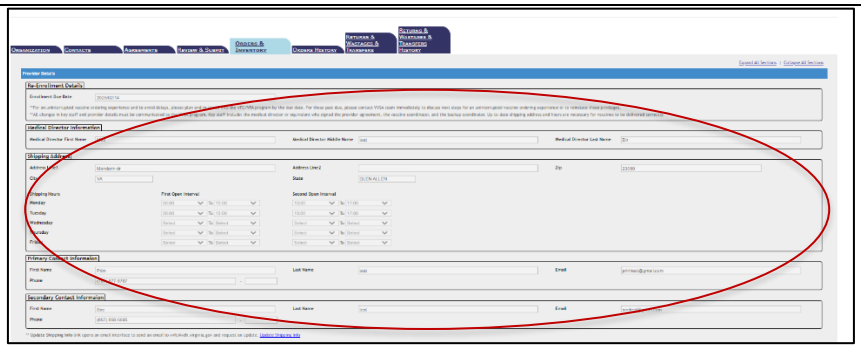
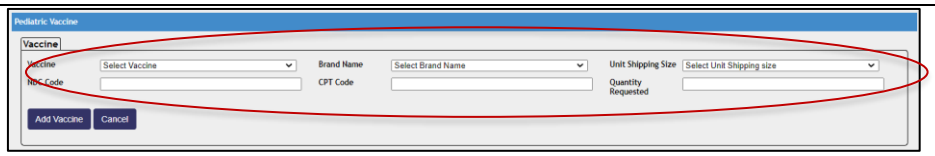
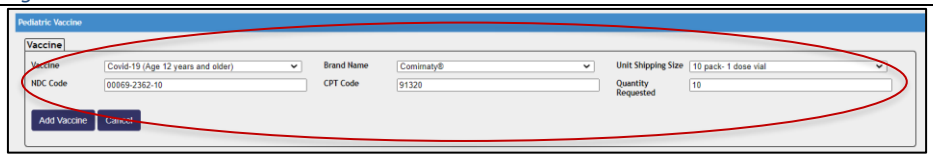
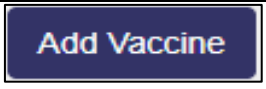
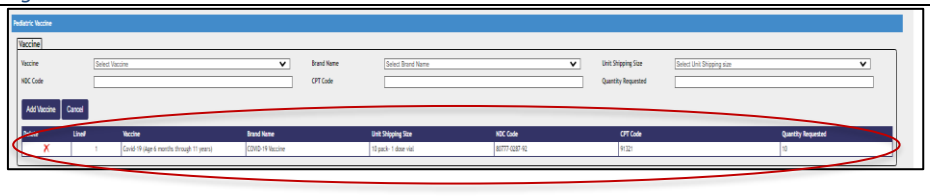
**Transfer:** Vaccine that one VFC/VFA provider is moving/transferring to another VFC/VFA provider.

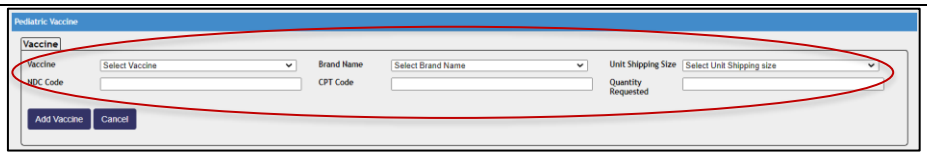
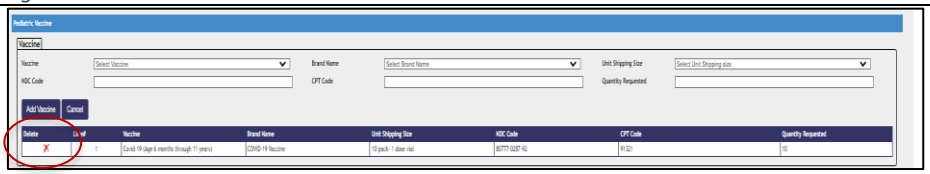
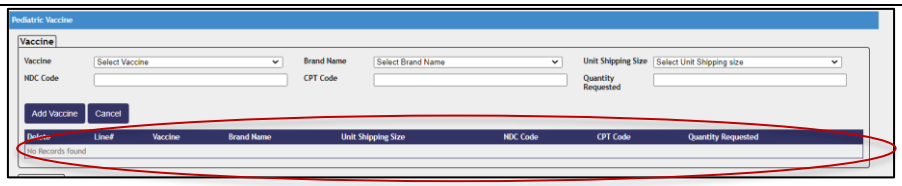
# New Vaccines

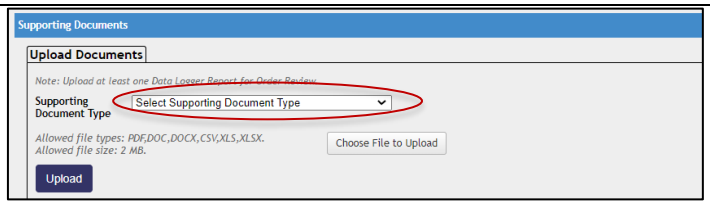
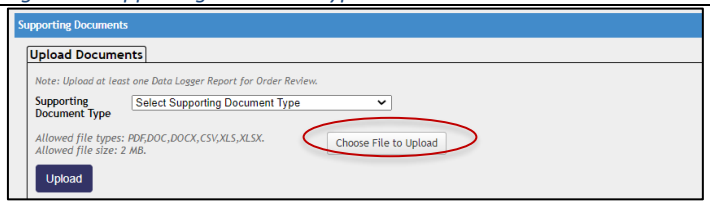
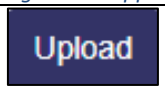
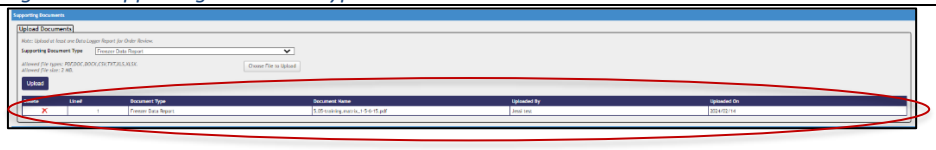
## New Vaccines (Part 1 Inputting New Vaccine Orders):

Use this document to review the steps to input a new vaccine.

| Step # | Task: Inputting New Vaccine Orders | |
|---|---|---|
| 1 | After logging in, select your organization by clicking on the pencil. | *Figure 1 Pencil Icon* |
| 2 | The Organization page will appear. Review your page to confirm the info. |   *Figure 2 Organization Page* |
| 3 | Select the Orders & Inventory Tab. |   *Figure 3 Orders & Inventory Tab* |
| 4 | Select the Provider Details Dropdown to review your organization's details. |   *Figure 4 Provider Details Dropdown* |

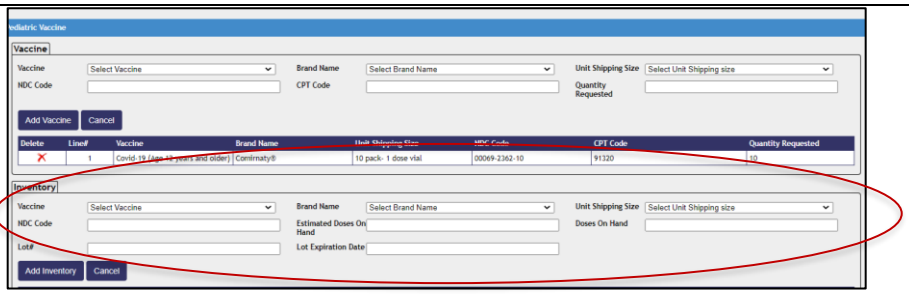
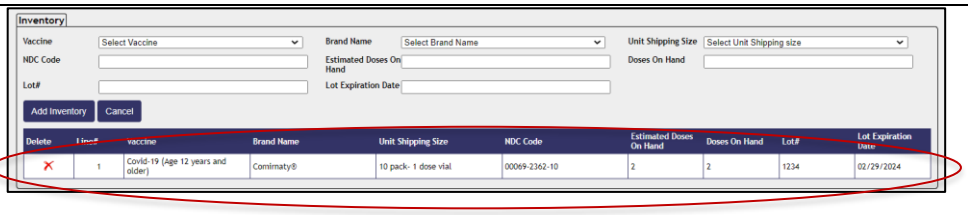
| | | |
|---|---|---|
| 5 | The Provider Details sub-section will appear. |  <br>*Figure 5 Provider Details Sub-section* |
| 6 | Select the Pediatric Vaccine Dropdown to input a new vaccine order. | <br>*Figure 6 Pediatric Vaccine Dropdown* |
| 7 | The Pediatric Vaccine sub-section will appear. |  <br>*Figure 7 Pediatric Vaccine Sub-section* |
| 8 | Fill in the Pediatric Vaccine sub-section. |  <br>*Figure 8 Pediatric Vaccine Sub-section* |
| 9 | Select Add Vaccine. |  <br>*Figure 9 Add Vaccine Button* |
| 10 | Your New Pediatric Vaccine order will appear. |  <br>*Figure 10 Your New Pediatric Vaccine Order* |

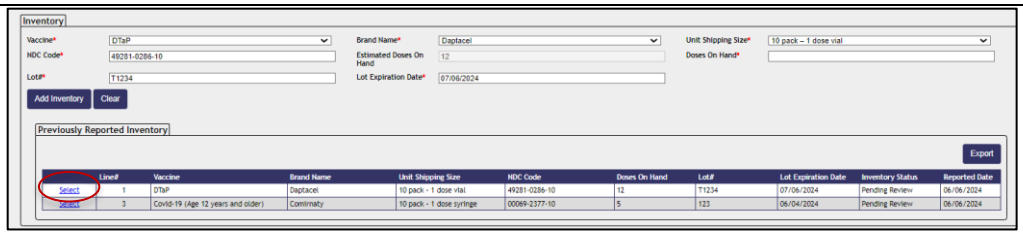
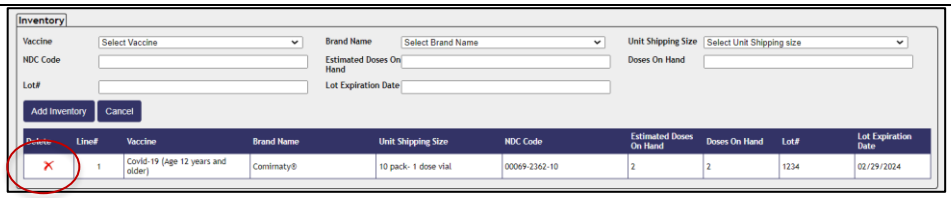
| | | |
|---|---|---|
| 11 | If you have filled in the Pediatric Vaccine sub-section, but ***not*** selected the Add Vaccine button yet click the Cancel button to clear fields. | *Figure 11 Cancel Button* |
| 12 | The order will clear. |  *Figure 12 Cleared Pediatric Vaccine Sub-section* |
| 13 | If you have filled in the Pediatric Vaccine sub-section, and selected the Add Vaccine button, click the red x to cancel your order. |  *Figure 13 Filled in Pediatric Vaccine Sub-section* |
| 14 | Your new Pediatric Vaccine order will disappear. |  *Figure 14 Removed New Pediatric Vaccine Order* |
| 15 | To complete your new order, need at least one document type submitted. Select the Supporting | *Figure 15 Supporting Documents Dropdown* |

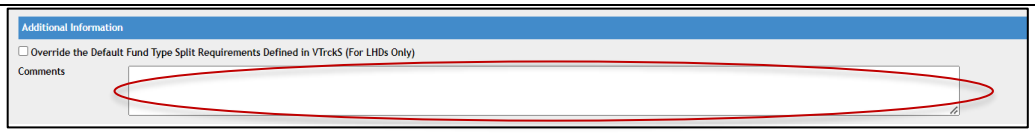
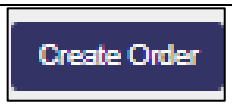
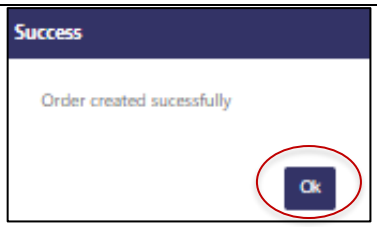
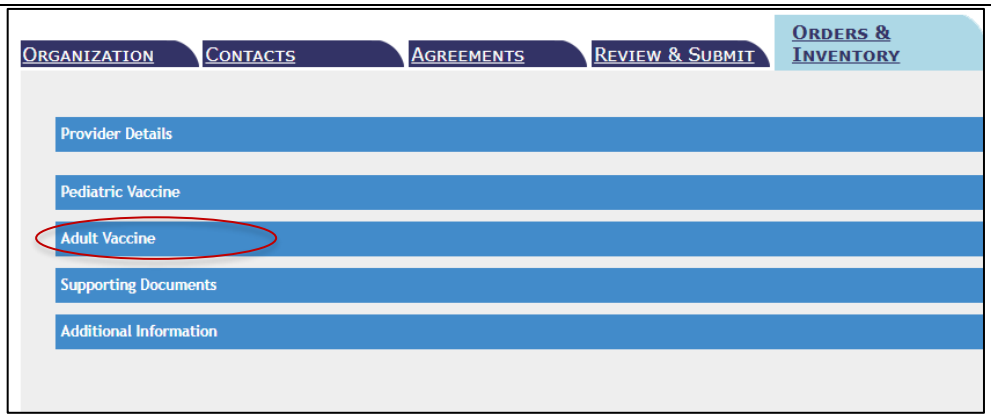
| | | |
|---|---|---|
| | Documents dropdown. | |
| 16 | Select the Supporting Document Type from the dropdown. |  <br>*Figure 16 Supporting Document Type Sub-section* |
| 17 | Click the Choose File to Upload button. |  <br>*Figure 17 Supporting Document Type Sub-section* |
| 18 | Select your file and click the Upload button. |  <br>*Figure 18 Supporting Document Type Sub-section* |
| 19 | To complete your new order, need at least one document type submitted. If your file is too big you need to email it directly to your VERIP contact and upload the placeholder provided for you. If your file type is not recognized by VERIP, you need to convert it to a PDF before uploading it. |  <br>*Figure 19 Supporting Document Type Sub-section with Uploaded Document* |

## New Vaccines (Part 2 Inventory):

Use this document to review the steps to finish inputting a new vaccine.

| Step # | Task: Inputting Inventory | |
|---|---|---|
| 20 | Select the Pediatric Vaccine dropdown to access the Inventory sub-section for this new order. | *Figure 20 Pediatric Vaccine Dropdown* |
| 21 | Scroll down to the Inventory sub section and fill in the fields.<br><br>***LHDs do NOT do this step** |  *Figure 21 Inventory Sub-section* |
| 22 | Select the Add Inventory button to add inventory. | *Figure 22 Add Inventory Button* |
| 23 | Your updated inventory will appear. (Once you have reported an item as inventory it will display as an option |  |

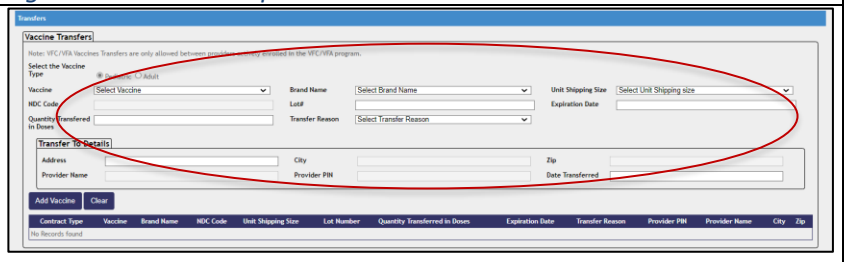
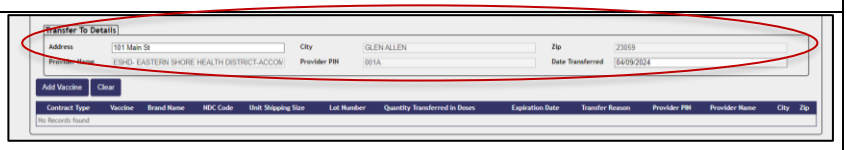
| | | |
|---|---|---|
| | to select. You can select it the next time by clicking on the blue Select link.) |  <br>*Figure 23 Updated Inventory Panel* |
| 24 | If you want to clear your inventory fields and you have ***not*** selected the Add Inventory button yet click the Cancel button. | <br>*Figure 24 Cancel button* |
| 25 | If you want to clear your inventory fields and you have selected the Add Inventory button, click the red x. |  <br>*Figure 25 Updated Inventory Panel* |
| 26 | Before you finish creating your order, make sure to input any additional information if needed. | <br>*Figure 26 Additional Information Dropdown* |

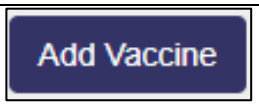
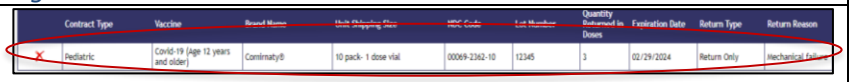
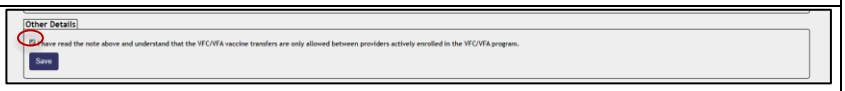
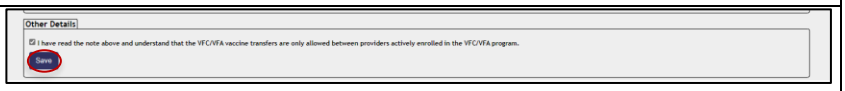
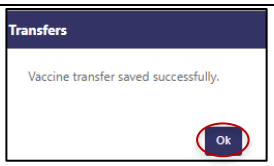
| | | |
|---|---|---|
| | Select the dropdown. | |
| 27 | Fill out info<br>*If needed<br><br>***Usually for LHDs only** |  <br>*Figure 27 Additional Information Sub-section* |
| 28 | Select the Create Order button to place your order for the new vaccine. |  <br>*Figure 28 Create Order button* |
| 29 | The Success box will appear when you have officially created your order. Select the Ok button to move on to your next task. |  <br>*Figure 29 Success box* |
| 30 | **You can repeat the steps we took to input a New Pediatric Vaccine to place one for adults. The steps are the same.** |  <br>*Figure 30 Orders & Inventory Page* |

# New Vaccine Transfers

## New Transfers (Part 1 Inputting New Vaccine Transfers Details):

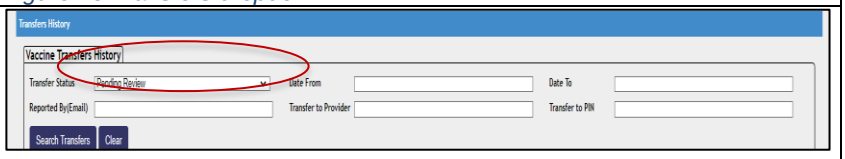
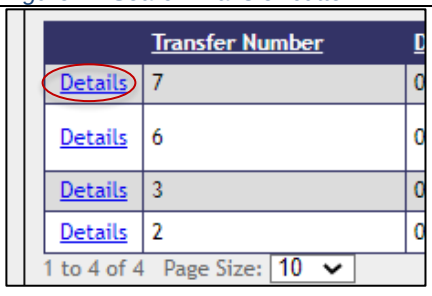
Use this document to review the steps to input a new vaccine transfer.

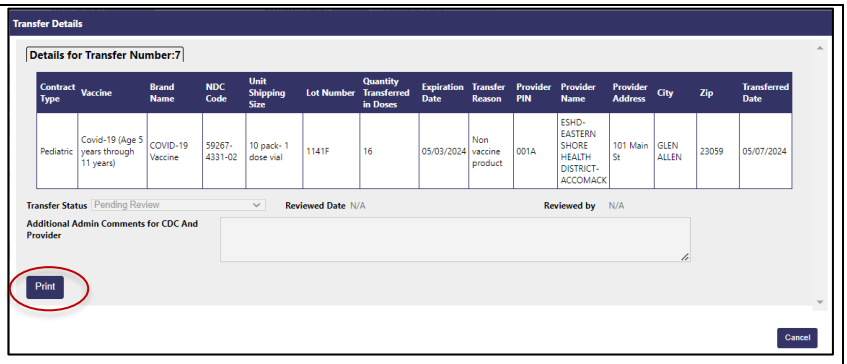
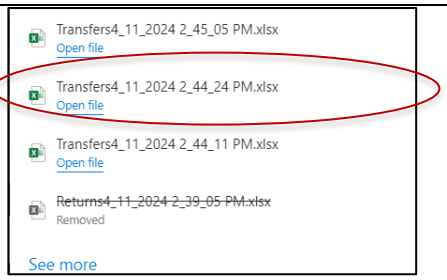
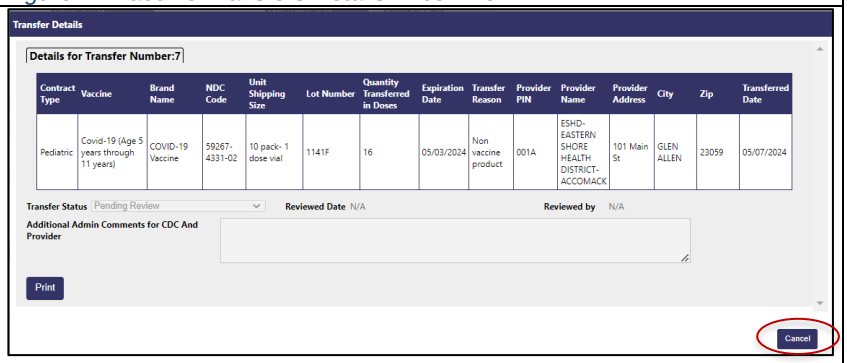
| Step # | Task: New Vaccine Transfers | Image |
|---|---|---|
| 1 | After logging in, select your organization by clicking on the pencil icon. | *Figure 31 Pencil Icon* |
| 2 | Select the Returns and Wastage Transfers Tab. | *Figure 32 Returns & Wastage & Transfers Tab* |
| 3 | Select the Transfers dropdown. | *Figure 33 Returns dropdown* |
| 4 | Fill in Transfers grid info. |   *Figure 34 Transfers Sub-section* |
| 5 | Fill in the Transfer to Details grid info. (Type in the first numeral of the address and click the Tab button on your keyboard to select your address options.) |   *Figure 35 Transfer to Details Sub-section* |

| | | |
|---|---|---|
| 6 | Select Add Vaccine Button to save the info. New Vaccine Transfer info appears. |  *Figure 36 Add Vaccine button* |
| 7 | Once saved, the new transfer will appear on the screen. |  *Figure 37 New Vaccine Return box* |
| 8 | |  *Figure 38 Other Details checkbox* |
| 9 | Select Save button. |  *Figure 39 Save button* |
| 10 | Select Ok button. |  *Figure 40 Ok button* |

## New Transfers (Part 2 Exporting & Printing New Vaccine Transfers Details):

Use this document to review the steps to export & print new vaccine transfers details.

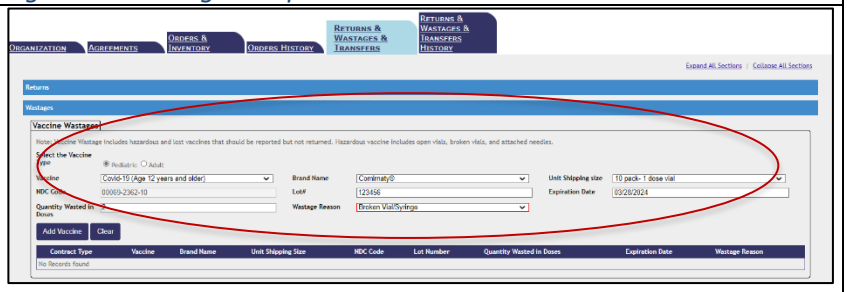
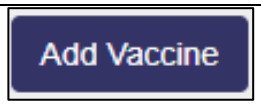
| Step # | Task: Exporting & Printing New Vaccine Transfers Details | Image |
|---|---|---|
| 1 | After logging in, select your organization by clicking on the pencil icon. | *Figure 41 Pencil Icon* |
| 2 | Select the Returns & Wastage & Transfers History tab. | *Figure 42 Returns & Wastage & Transfers History tab* |
| 3 | Select the Transfers dropdown. | *Figure 43 Transfers dropdown* |
| 4 | Select Pending from the Transfers Status dropdown |   *Figure 44 Transfer Status dropdown* |
| 5 | Select the Search Transfers button. | *Figure 44 Search Transfer button* |
| 6 | Select the Details link for your Vaccine Transfer. |   *Figure 45 Details links* |

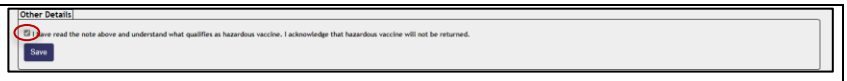
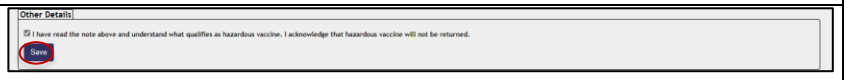
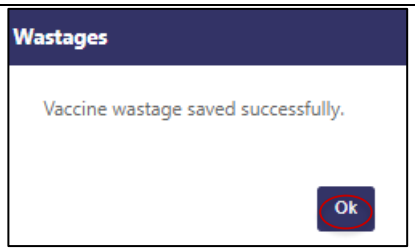
| | | |
|---|---|---|
| 7 | The Transfers Details window appears. Select the Print button. |  <br>*Figure 46 Transfers Details window -Print button* |
| 8 | Your Vaccine Transfers details will download as an excel file to your computer. Print it out and place it in the returns box you are sending. |  <br>*Figure 47 Vaccine Transfers Details Excel File* |
| 9 | Select the Cancel button to exit the Transfers Details window. |  <br>*Figure 48 Transfers Details Window -Cancel button* |

# New Vaccine Wastages

## New Vaccine Wastages:

Use this document to review the steps to input a new vaccine wastage.

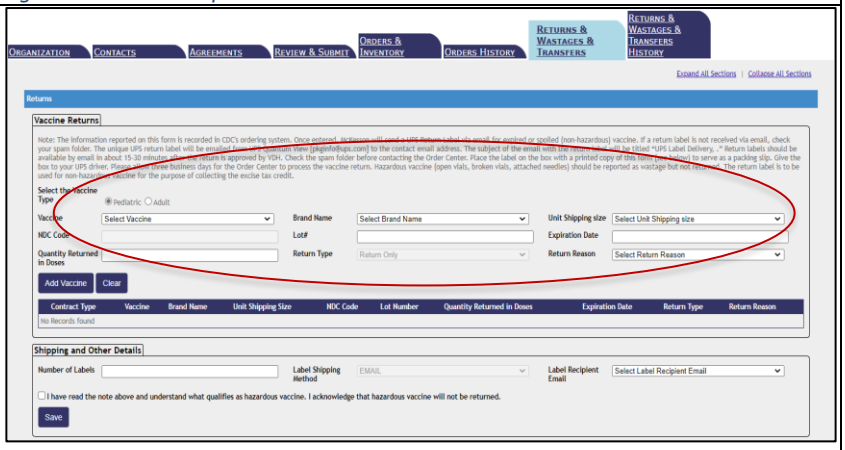
| Step # | Task: Vaccine Wastages | Image |
|---|---|---|
| 1 | After logging in, select your organization by clicking on the pencil icon. | *Figure 49 Pencil Icon* |
| 2 | Select the Returns and Wastage Transfers Tab. | *Figure 50 Returns & Wastage& Transfers Tab* |
| 3 | Select the Wastages dropdown. | *Figure 51 Wastages dropdown* |
| 4 | Fill in Wastages grid info. |   *Figure 52 Wastages Sub-section* |
| 5 | Select Add Vaccine. New Vaccine Transfer info appears. |   *Figure 53 Add Vaccine button* |

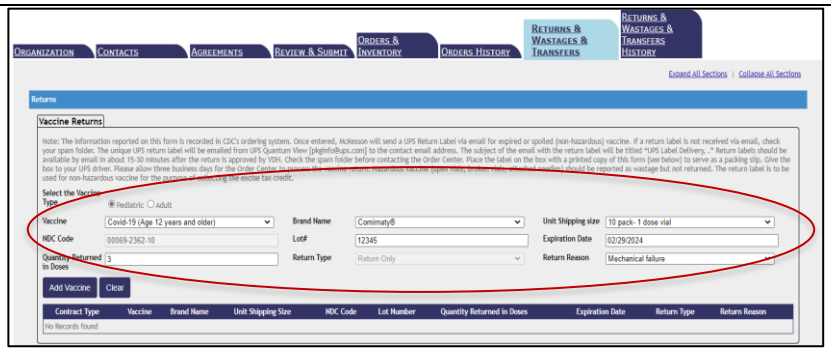
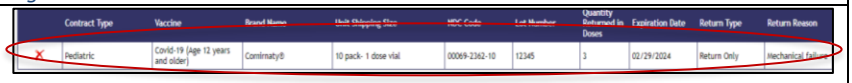
| | | |
|---|---|---|
| 6 | Check the Other Details box. |  <br>*Figure 54 New Vaccine Wastages check box* |
| 7 | Select Save button. |  <br>*Figure 55 Save button* |
| 8 | Select Ok button. |  <br>*Figure 56 Ok button* |

# New Vaccine Returns

## New Returns (Part 1 Inputting a Return):

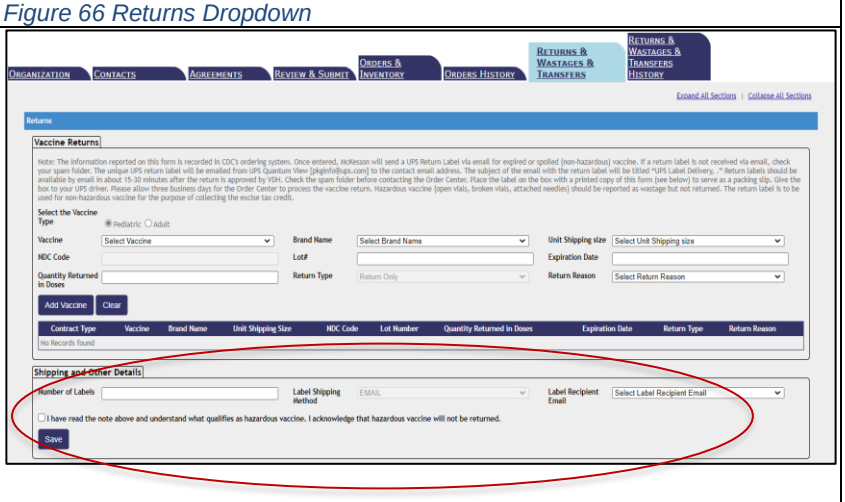
Use this document to review the steps to input a new vaccine return.

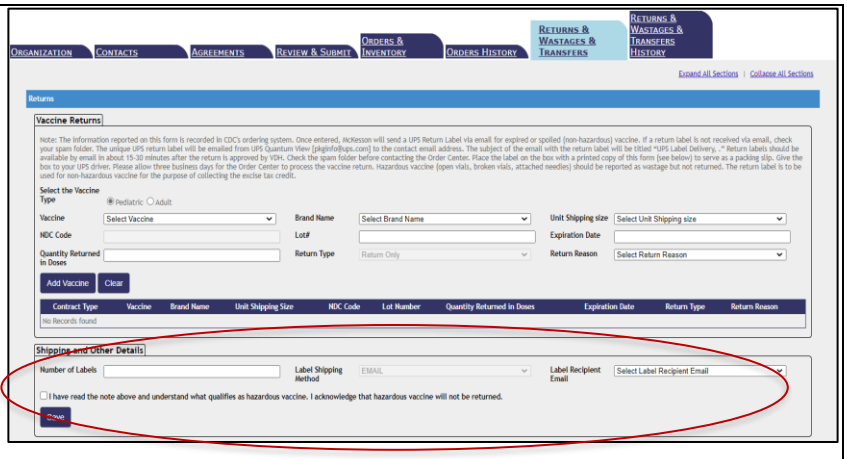
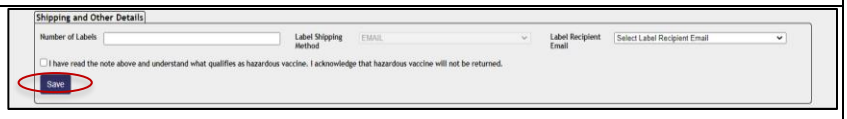
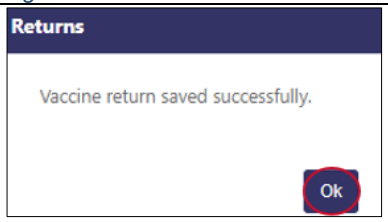
| Step # | Task: New Vaccine Returns | Image |
|---|---|---|
| 1 | After logging in, select your organization by clicking on the pencil icon. | *Figure 57 Pencil Icon* |
| 2 | Select the Returns and Wastage Transfers Tab. | *Figure 58 Returns & Wastage& Transfers Tab* |
| 3 | Select the Returns dropdown. | *Figure 59 Returns dropdown* |
| 4 | Review the Returns sub sections. |   *Figure 60 Returns Sub-section* |

| | | |
|---|---|---|
| 5 | Input the info into the sub sections. |  <br>*Figure 61 Returns Sub-section* |
| 6 | Select Add Vaccine Button to save the info. | <br>*Figure 62 Add Vaccine button* |
| 7 | Once saved, the new vaccine return will appear on the screen. |  <br>*Figure 63 New Vaccine Return box* |

## New Returns (Part 2 Shipping and Other Details):

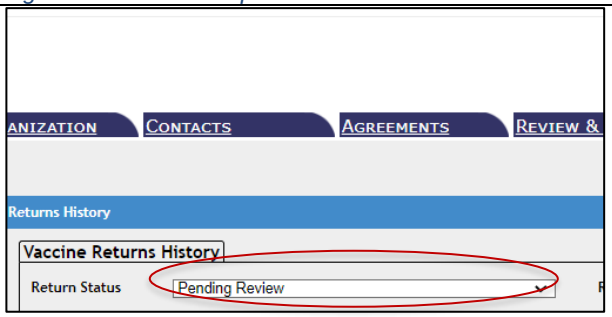
Use this document to review the steps to input shipping and other details for a new vaccine return.

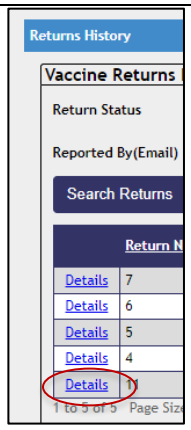
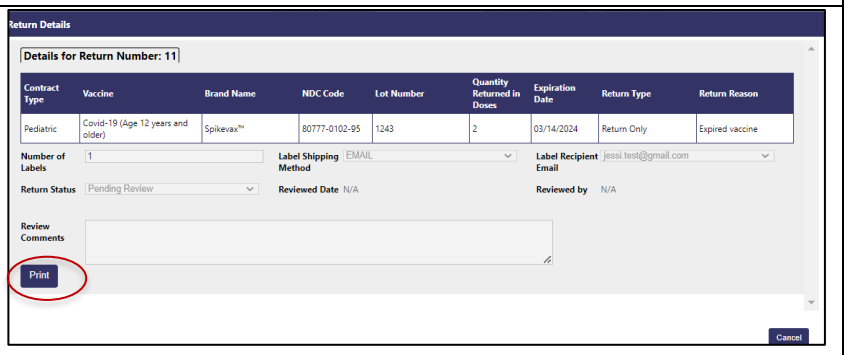
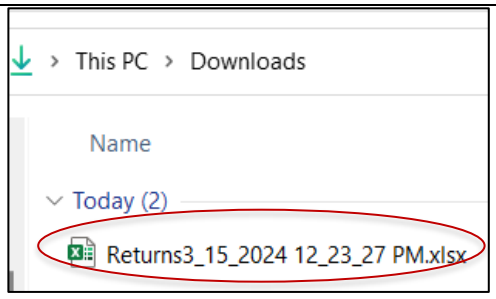
| Step # | Task: Shipping and Other Details | Image |
|---|---|---|
| 1 | After logging in, select your organization by clicking on the pencil icon. | *Figure 64 Pencil Icon* |
| 2 | Select the Returns and Wastage Transfers Tab. | *Figure 65 Returns & Wastage & Transfers Tab* |
| 3 | Select the Returns dropdown. | *Figure 66 Returns Dropdown* |
| 4 | Review the Returns subsections. |   *Figure 67 Returns Sub-sections* |

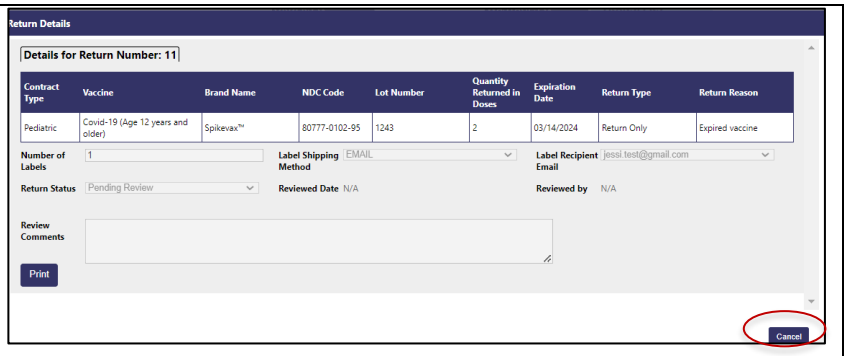
| | | |
|---|---|---|
| 5 | Input the info into the sub sections. |  <br>*Figure 68 Returns Sub-sections* |
| 6 | Select the Save button to save the info. |  <br>*Figure 69 Save Button* |
| 7 | You will get the success notification if you have completed the steps correctly. |  <br>*Figure 70 Returns Success notification* |

## New Returns (Part 3 Exporting & Printing New Vaccine Returns Details):

Use this document to review the steps to export & print new vaccine returns details.

| Step # | Task: Exporting & Printing New Vaccine Returns Details | Image |
|---|---|---|
| 1 | After logging in, select your organization by clicking on the pencil icon. | *Figure 72 Pencil Icon* |
| 2 | Select the Returns & Wastage & Transfers History tab. | *Figure 73 Returns & Wastage & Transfers History Tab* |
| 3 | Select the Returns dropdown. | *Figure 74 Returns Dropdown* |
| 4 | Select Pending from the Return Status dropdown |   *Figure 75 Return Status Dropdown* |
| 5 | Select the Search Returns button. | *Figure 76 Search Returns Button* |

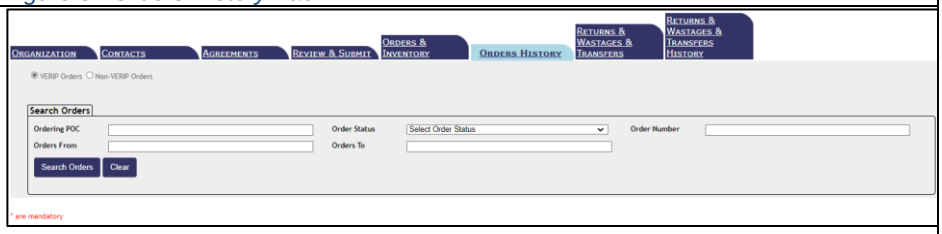
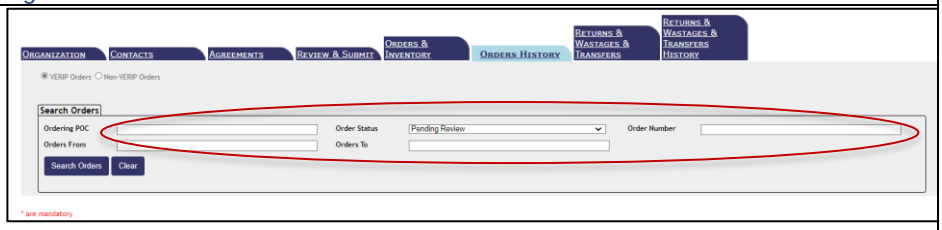
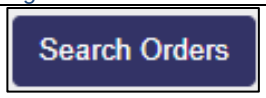
| | | |
|---|---|---|
| 6 | Select the Details link for your Vaccine Return. |  *Figure 77 Details Links* |
| 7 | The Returns Details window appears. Select the Print button. |  *Figure 78 Returns Details Window -Print Button* |
| 8 | Your Vaccine Returns details will download as an excel file to your computer. Print it out and place it in the returns box you are sending. |  *Figure 79 Vaccine Returns Details Excel File* |

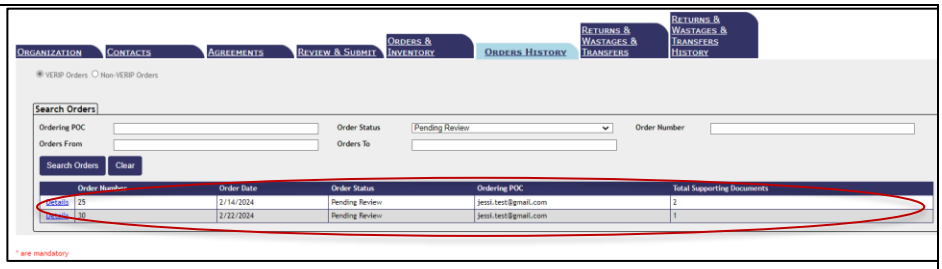
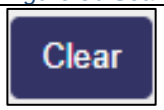
| | | |
|---|---|---|
| 9 | Select the Cancel button to exit the Return Details window. |  <br>*Figure 80 Returns Details Window -Cancel Button* |

# Orders History (VERIP)

## Orders History VERIP (Part 1 Reviewing Orders):

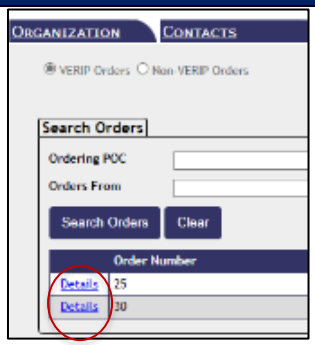
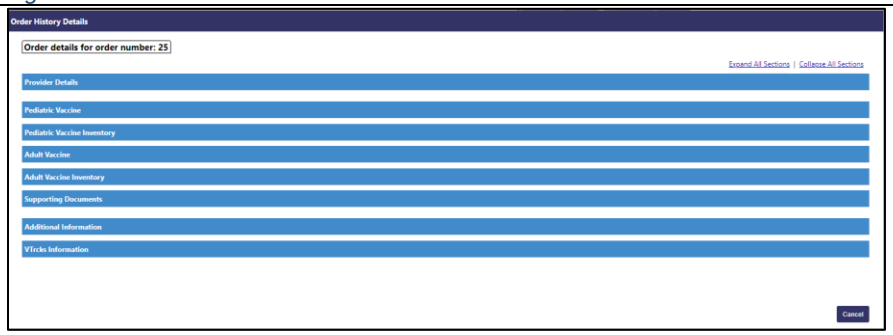
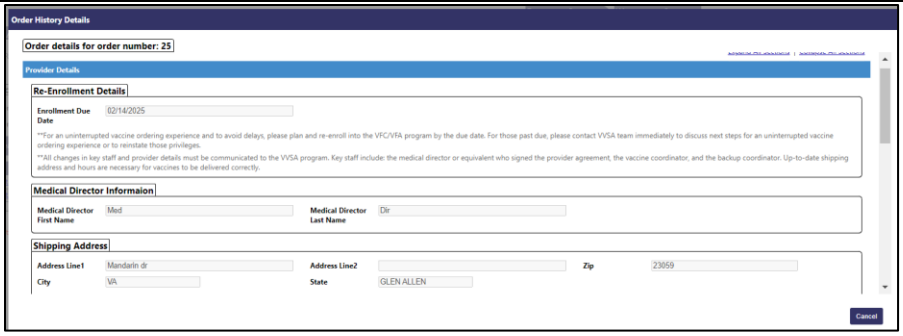
Use this document to review the steps to view your Orders History in VERIP.

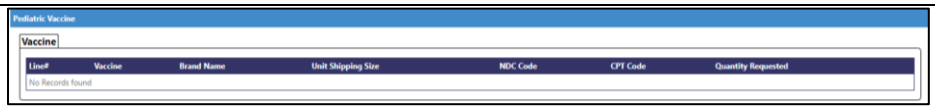
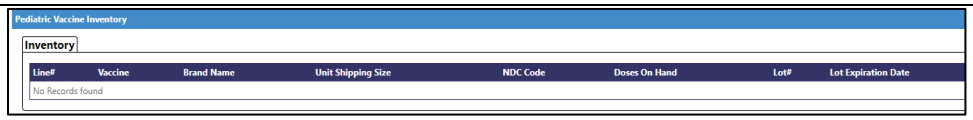
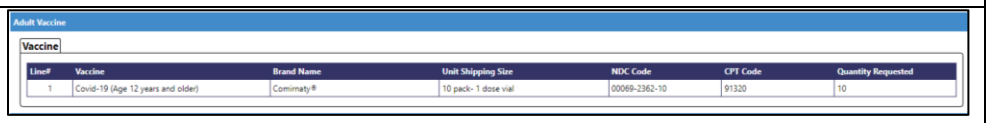
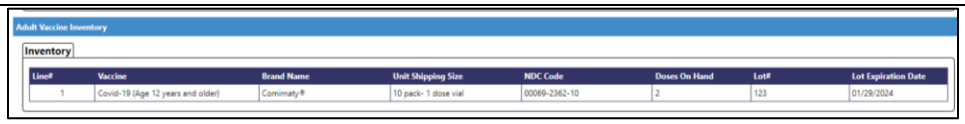
| Step # | Task: Reviewing Orders | |
|---|---|---|
| 1 | After logging in, select your organization by clicking on the pencil. | *Figure 81 Pencil Icon* |
| 2 | Select the Orders History Tab. | *Figure 82 Orders History Tab* |
| 3 | The Search Orders sub-section appears. |   *Figure 83 Search Orders Sub-section* |
| 4 | Fill out Search Orders sub-sections. |   *Figure 84 Search Orders Sub-section* |
| 5 | Select Search Orders Button |   *Figure 85 Search Orders Button* |

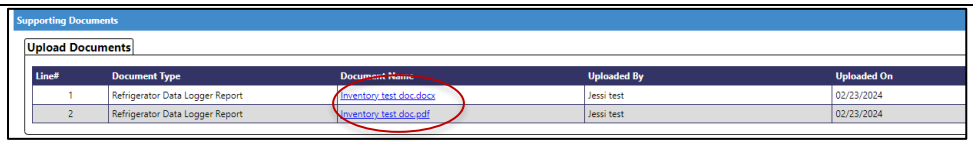
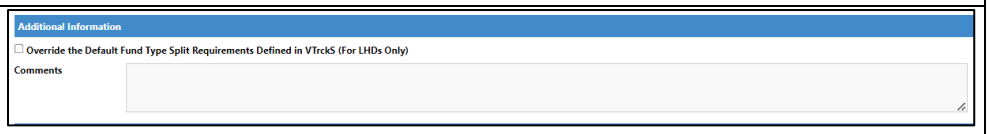
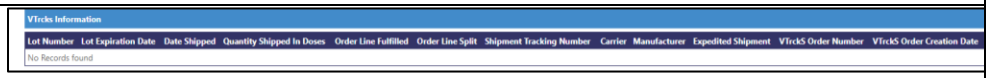
| | | |
|---|---|---|
| 6 | If you have orders fitting the status you searched, they will appear. |  <br>*Figure 86 Search Results* |
| 7 | Before you Select Search Orders Button, you can clear the fields by clicking the Clear Button. |  <br>*Figure 87 Clear Button* |

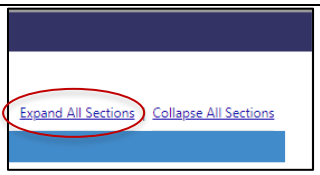
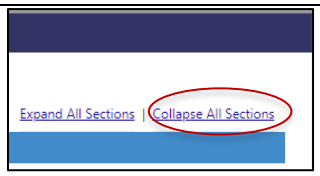
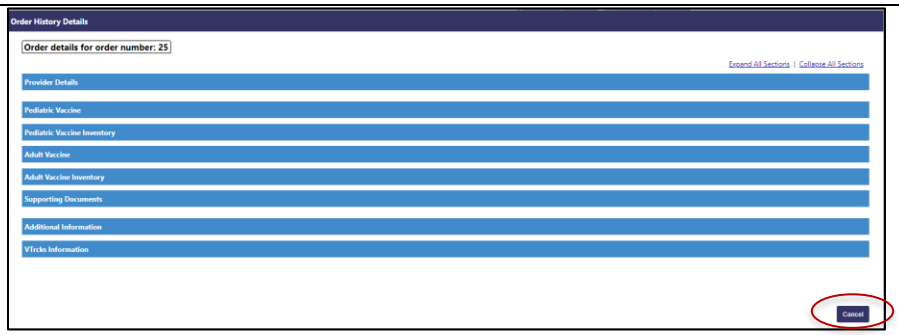
## Orders History VERIP (Part 2 Reviewing Orders History):

Use this document to review the steps to view your Orders History (VERIP).

| Step # | Task: Reviewing Order Histories | |
|---|---|---|
| 8 | Orders Number panel appears, select a Details link. |  *Figure 88 Details Link* |
| 9 | The Order History Details window appears. Select the Provider Details dropdown to review the sub-section. |  *Figure 89 Order History Details Window* |
| 10 | Scroll down to review the Provider Details dropdown to review this sub-section. |  *Figure 90 Provider Details Sub-section* |
| 11 | Select the Pediatric Vaccine dropdown to | *Figure 91 Pediatric Vaccine Dropdown* |

| | | |
|---|---|---|
| | review the sub-section. | |
| 12 | Scroll down to review the Pediatric Vaccine sub-section. |  <br>*Figure 92 Pediatric Vaccine Sub-section* |
| 13 | Select the Pediatric Vaccine Inventory dropdown to review the sub-section. | <br>*Figure 93 Pediatric Vaccine Inventory Dropdown* |
| 14 | Scroll down to review the Pediatric Vaccine Inventory sub-section. |  <br>*Figure 94 Pediatric Vaccine Inventory Sub-section* |
| 15 | Select the Adult Vaccine dropdown to review the sub-section. | <br>*Figure 95 Adult Vaccine Dropdown* |
| 16 | Scroll down to review the Adult Vaccine sub-section. |  <br>*Figure 96 Adult Vaccine Sub-section* |
| 17 | Select the Adult Vaccine Inventory dropdown to review the sub-section. | <br>*Figure 97 Adult Vaccine Inventory Dropdown* |
| 18 | Scroll down to review the Adult Vaccine Inventory sub-section. |  <br>*Figure 98 Adult Vaccine Inventory Sub-section* |

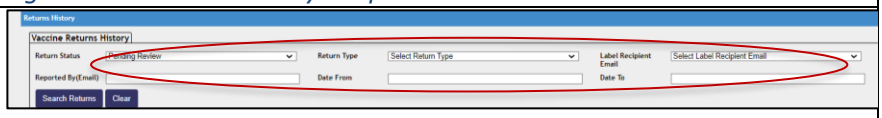
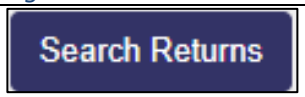
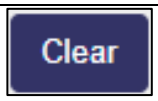
| | | |
|---|---|---|
| 19 | Select the Supporting Documents dropdown to review the sub-section. | *Figure 99 Supporting Documents Dropdown* |
| 20 | Scroll down to review the Supporting Documentations sub-section. Select the blue document link to download the doc. |  *Figure 100 Supporting Documentations Sub-section* |
| 21 | Select the Additional Information dropdown to review the sub-section. | *Figure 101 Additional Information dropdown* |
| 22 | Scroll down to review the Additional Information sub-section. |  *Figure 102 Additional Information Sub-section* |
| 23 | Scroll down to review the VTrcks Information dropdown sub-section. | *Figure 103 VTrcks Information dropdown* |
| 24 | Scroll down to review the VTrcks Information sub-section. |  *Figure 104 VTrcks Information Sub-section* |

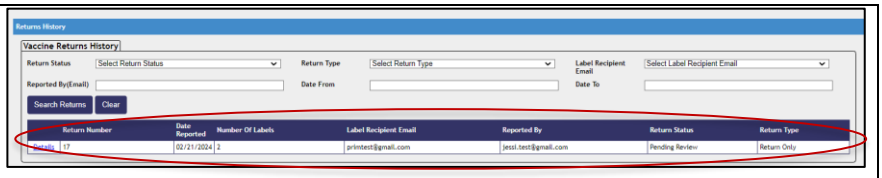
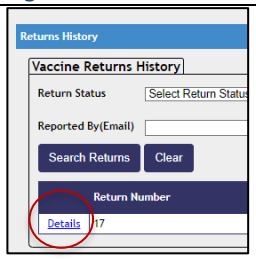
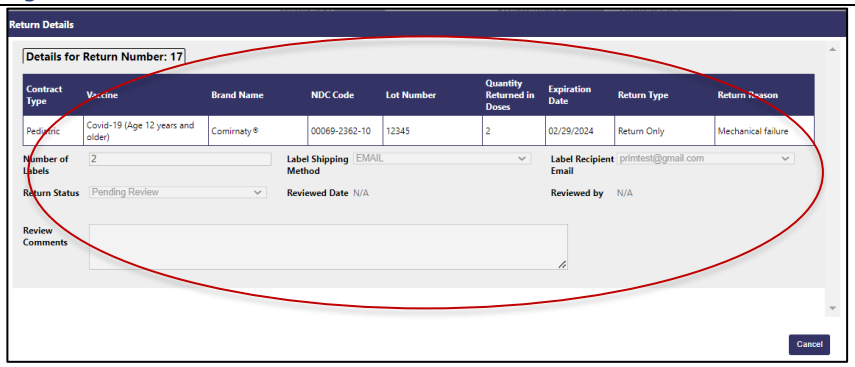
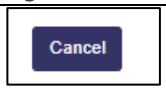
| | | |
|---|---|---|
| 25 | Select the Expand All Sections button to open all the dropdown menus. |  <br>*Figure 105 Expand All Sections button* |
| 26 | Select the Collapse All Sections button to close all the dropdown menus. |  <br>*Figure 106 Collapse All Sections button* |
| 27 | Select the Cancel button to close the Order History Details window. |  <br>*Figure 107 Order History Details Window-Cancel Button* |

# Returns History

## Returns History:

Use this document to review the steps to view your Returns History in VERIP.

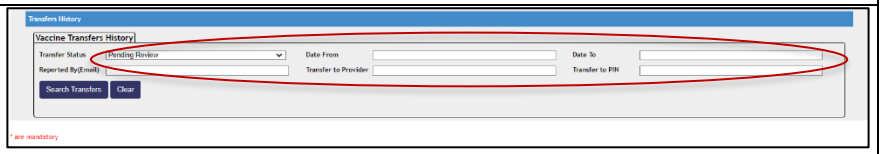
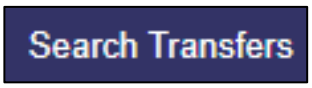
| Step # | Task: Reviewing Returns History | |
|---|---|---|
| 1 | After logging in, select your organization by clicking on the pencil. | *Figure 108 Pencil Icon* |
| 2 | Select the Returns & Wastages & Transfers History Tab. | *Figure 109 Returns & Wastages & Transfers History Tab* |
| 3 | Select the Returns History dropdown. | *Figure 110 Returns History Dropdown* |
| 4 | Review the Returns History sub sections. |   *Figure 111 Returns History Sub-sections* |
| 5 | Select the Search Returns button to search for your Vaccine Returns History. |   *Figure 112 Search Returns Button* |
| 6 | Select the Clear button, to clear your search. |   *Figure 113 Clear Button* |

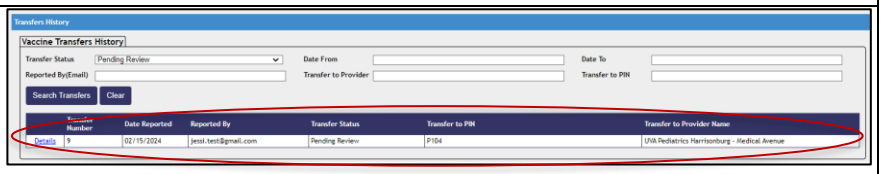
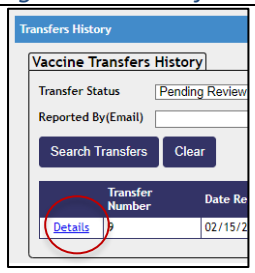
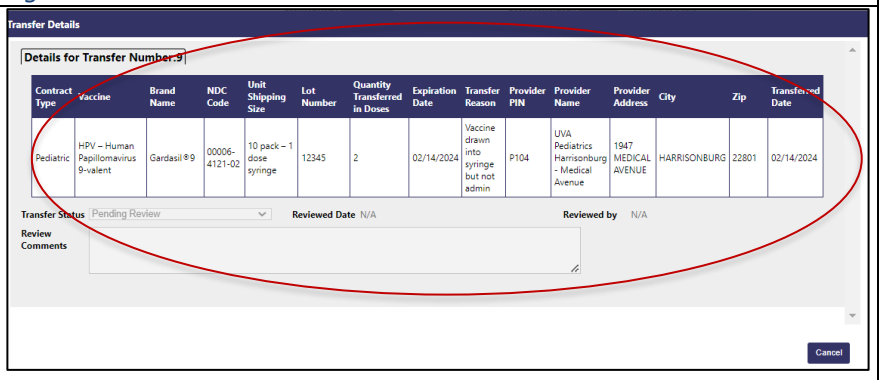
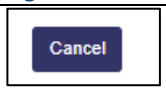
| | | |
|---|---|---|
| 7 | The Returns History panel will appear. |  <br>*Figure 114 Returns History Panel* |
| 8 | Select the Details link to view details. |  <br>*Figure 115 Details Link* |
| 9 | The Return Details window appears. |  <br>*Figure 116 Return Details Window* |
| 10 | Select the Cancel button to close the window. |  <br>*Figure 117 Cancel Button* |

# Transfers History

## Transfers History:

Use this document to review the steps to view your Transfers History in VERIP.

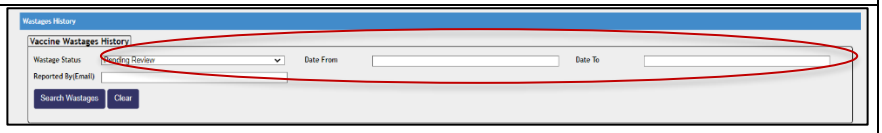
| Step # | Task: Reviewing Transfers History | |
|---|---|---|
| 1 | After logging in, select your organization by clicking on the pencil. | *Figure 118 Pencil Icon* |
| 2 | Select the Returns & Wastages & Transfers History Tab. | *Figure 119 Returns & Wastages & Transfers History Tab* |
| 3 | Select the Transfers History dropdown. | *Figure 120 Transfers History Dropdown* |
| 4 | Review the Transfers History sub sections. |   *Figure 121 Transfers History Sub-sections* |
| 5 | Select the Search Transfers button to search for your Vaccine Returns History. |   *Figure 122 Search Transfers Button* |

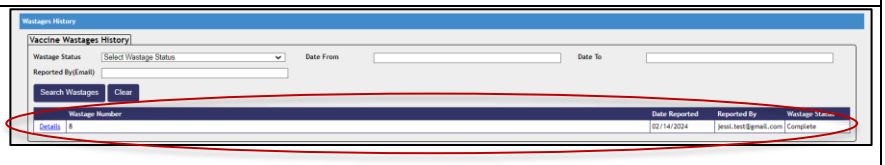
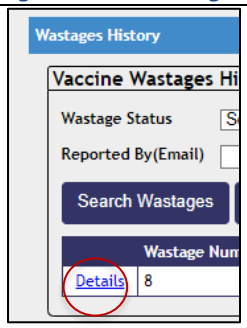
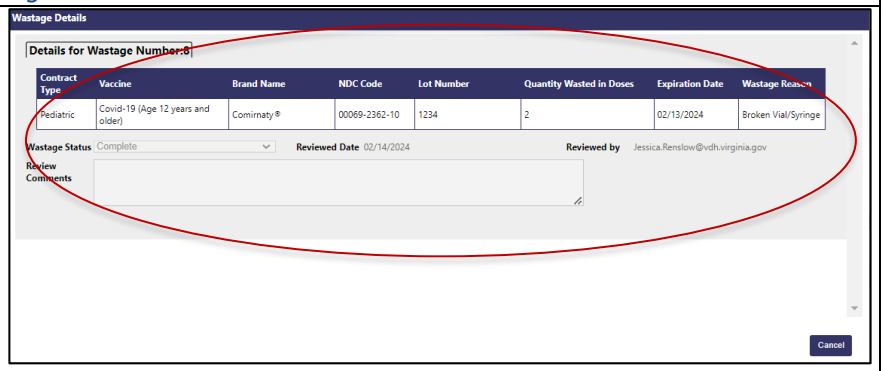
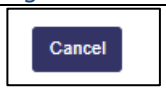
| | | |
|---|---|---|
| 6 | Select the Clear button, to clear your search. | <br>*Figure 123 Clear Button* |
| 7 | The Transfers History panel will appear. |  <br>*Figure 124 Transfers History Panel* |
| 8 | Select the Details link to view details. |  <br>*Figure 125 Details Link* |
| 9 | The Transfers Details window appears. |  <br>*Figure 126 Transfers Details Window* |
| 10 | Select the Cancel button to close the window. |  <br>*Figure 127 Cancel Button* |

# Wastages History

## Wastages History:

Use this document to review the steps to view your Wastages History in VERIP.

| Step # | Task: Reviewing Transfers History | |
|---|---|---|
| 1 | After logging in, select your organization by clicking on the pencil. | *Figure 128 Pencil Icon* |
| 2 | Select the Returns & Wastages & Transfers History Tab. | *Figure 129 Returns & Wastages & Transfers History Tab* |
| 3 | Select the Wastages History dropdown. | *Figure 130 Wastages History Dropdown* |
| 4 | Review the Wastages History sub sections. |   *Figure 131 Wastages History Sub-sections* |
| 5 | Select the Search Wastages button to search for your Vaccine Returns History. | *Figure 132 Search Wastages Button* |

| | | |
|---|---|---|
| 6 | Select the Clear button, to clear your search. | *Figure 133 Clear Button* |
| 7 | The Wastages History panel will appear. |  *Figure 134 Wastages History Panel* |
| 8 | Select the Details link to view details. |  *Figure 135 Details Link* |
| 9 | The Wastages Details window appears. |  *Figure 136 Transfers Details Window* |
| 10 | Select the Cancel button to close the window. |  *Figure 137 Cancel Button* |